

PERSONAL INFORMATION

Jasmina Chaushoska



Str. Neveska 2-2/2, 1000 Skopje, Macedonia

02/3077-237 072/226-144

Jasmina.causoska@gmail.com

Sex Female | Date of birth 17/01/1989 | Nationality Macedonian

JOB APPLIED FOR: **Program Officer**

WORK EXPERIENCE

1 April 2014 - ongoing

Project Officer

Macedonian Centre for International Cooperation (MCIC)

Str. Nikola Parapunov 41A, 1000 Skopje, Macedonia

www.mcims.org.mk

Projects:

1. **“Going the distance: Building shared commitment for CSOs sustainability” - Funded by the European Union**

01.01.2018 – 30.04.2021 – Grant manager

Responsible for implementation of the project activities; main point of contact with Project Partners; responsible for preparation of all documentation to support Project Cycle Management in line with MCIC, and donor requirements; main point of contact with the grantees; responsible for preparation and review of grant documentation.

2. **“National Resource Centre for Civil Society Organisations” - Funded by the European Union**

15.02.2018 – 14.02.2021 – Project Officer

Responsible for implementation of the project activities; main point of contact with Project Partners; responsible for preparation of all documentation to support Project Cycle Management in line with MCIC, and donor requirements. Managing partnership grants for organizational development of CSOs; main point of contact with the grantees; responsible for preparation and review of grant documentation.

3. **“Technical Assistance for Civil Society Organisations”, Macedonian Office - Funded by the European Union**

22.03.2015 – 31.12.2017 - Project Officer

Preparation of reports/minutes of events and meetings; processing data obtained from surveys and making analyzes; writing reports; organizing events; preparation of funding overview with current open calls for CSOs; administrative work; preparation of quarterly calculations for operational costs and invoicing.

4. **“USAID Macedonia Anti-Corruption Program” Financed under USAID**

22.03.2015 – 30.09.2016 – Financial Officer

Preparation of financial reports; payments; verification of the financial reports of the implementing partners; evidence of the financial documentation within the project, preparation of monthly Decisions for allocation of operational costs for salaries and other operational costs.

5. **“Birthright Macedonia” Youth Program (implemented by MCIC in partnership with United Macedonian Diaspora)**

6-7.2015; 6-7.2016; 6-7.2017; 6-7.2018; 6-7.2019 – Project Coordinator

Providing internships for young students of Macedonian heritage living in the diaspora; providing host families; organizing cultural weekends; organizing opening and closing ceremonies.

6. **“Augmenting Demand for Anti-Corruption and Organised Crime” Funded by the European Union**

1.04.2014 – 21.03.2015 – Project Assistant

Preparation of project documentation and conducting restricted calls for public procurements; organizing project events, trainings, workshops; administrative work; gathering data for preparation of reports; processing data obtained from the surveys and interviews.

Business or sector: NGO-Civil Society

2 January 2013 – 31 March 2014

Financial and Administrative Officer**M-Prospect**

Str. Nikola Parapunov 41, 1000 Skopje, Macedonia

www.m-prospect.com

- Participation in the preparation of strategies and annual plans
- Tracking opportunities for generating income
- Preparation of documents for filing applications and offers (statements, checks, references, etc.).
- Archiving materials derived from the work of M-Prospect
- Financial management

Business or sector: Research Agency

2 November - 31 December 2012

Research Center Coordinator Assistant**M-Prospect**

Str. Nikola Parapunov 41, 1000 Skopje, Macedonia

www.m-prospect.com

Coordination of interviewers, preparation and distribution of materials, entry and data processing (SPSS), generating phone numbers

Business or sector: Research Agency**Short-term engagements**

23 April – 21 May 2020

International Republican Institute (IRI)

Str. Macedonia 22/3-7, Skopje, North Macedonia

www.iri.org

Engagement within the Program “Increased Political Competition and Accountability in Macedonia”:

- Administrative support in finalization of the contracts for the experts.

Business or sector: NGO-Civil Society

13 – 15 November 2019

Macedonia 2025

Str. Luj Paster 1-1/2, Skopje, North Macedonia

<https://www.macedonia2025.com/>

Engagement related to the organization of the **Macedonia2025 Summit 2019**

- preparation of power point presentations
- coordination of volunteers
- logistical support

Business or sector: NGO-Civil Society

9 June and 11 March 2018

International Republican Institute (IRI)

Str. Macedonia 22/3-7, Skopje, North Macedonia

www.iri.org

Engagement within the Program “Increased Political Competition and Accountability in Macedonia”, during “Macedonian Government Workshops for internal coordination and consensus for implementation of urgent reform priorities”,

- Taking minutes during the workshops;
- Preparation of the draft minutes with conclusions;
- Preparation of the summarized evaluation of the workshop in Macedonian and English.

Business or sector: NGO-Civil Society

24 July - 20 September 2009

Interviewer

Macedonian Human Resource Association

Str. Vasil Gjorgov 11/1, 1000 Skopje, Macedonia

www.mhra.mk

40 Face to Face interviews with top managers of 20 large and 20 medium and small companies in Macedonia. Excellent development of communication skills, ability to persuade and gather complete information.

Business or sector: NGO-Civil Society

Internships

12 March - 30 June 2012

Intern

Macedonian Centre for International Cooperation (MCIC)

Str. Nikola Parapunov 41A, 1000 Skopje, Macedonia

www.mcims.org.mk

-Participation in the organization of basic training "Involvement in policy making and preparation of laws" held on 19-20 April 2012 in Mavrovo and attending the course.

-Participation and involvement in the organization of The Cross-border Forum of Civil Society Organizations from the border region between Macedonia and Albania held on 23-24 March 2012 in Debar, Macedonia.

-Participation in the International Tourism Fair held in Skopje in 2012 to present part of the MEDF (Macedonian Enterprise Development Foundation) project for promotion and development of alternative tourism in Western Kosovo.

-Participation in tasks within the scope of organizational issues, preparation of forms and completion of documentation, contact with clients, desk research, translations and participation on several meetings for internal exchange of knowledge and experiences.

Business or sector: NGO-Civil Society

07 November - 07 February
2011/12

Intern

Macedonian Telecom – T-Home, Department of Finance

Str. Kej 13th November 6, 1000 Skopje, Macedonia

www.t-home.mk

Financial tasks (domestic and foreign payments, treasury, accounting travel orders for business trips), administrative tasks (sorting, archiving and keeping records of documents).

Business or sector: Telecommunications

EDUCATION

2013 - ongoing

Master (MSc) in MBA Management (To be awarded)

University "Ss. Cyril and Methodius"- Faculty of Economics

Bul. Goce Delchev 9B, 1000 Skopje, Macedonia

▪ Management, Human Resource Management, Organizational Behaviour, Strategic Management, Financial Management, International Management

2007-2011

Bachelor of Economics

University "Ss. Cyril and Methodius"- Faculty of Economics, Department of Management

Bul. Goce Delchev 9B, 1000 Skopje, Macedonia

- Economy, Accounting, Mathematics for Business, Management, Marketing, Entrepreneurship, , International Economy, Theory of organisation, Business Planning

2003-2007 High School Degree

SUGS "Georgi Dimitrov"

Str. Varshavska, 1000 Skopje, Macedonia

TRAINING

30 May-1 June 2018 "Training of Trainers - CONCORD Gender and EUD toolkits", Brussels, Belgium

CONCORD | European confederation of Relief and Development NGOs
10, Square Ambiorix 10, 1000 Bruxelles, Belgium

<https://concordeurope.org/>

GAP and EUD toolkits

18-21 April 2017 Training "Mobilization – Writing winning proposals" Belgrade, Serbia

MDF – Training and Consultancy

HNK Horapark, Bennekomseweg 41, 6717 LL EDE, The Netherlands

<https://mdf.nl/>

Analysing current open calls for proposals, rules of writing, writing paragraphs for winning proposals

20-23 December 2016 Training "Partnership Building and Stakeholder Analysis" Belgrade, Serbia

MDF – Training and Consultancy

HNK Horapark, Bennekomseweg 41, 6717 LL EDE, The Netherlands

<https://mdf.nl/>

networking

30 May-3 June 2016 XVII Summer Seminar for Young Public Policy Professionals from Southeastern Europe and the Black Sea Region "Public Policy Challenges – European and Regional Dimensions" Albena, Bulgaria

Economic Policy Institute (EPI)

ul. "Han Asparuh" 2, 1463 Sofia Center, Sofia, Bulgaria

<https://www.epi-bg.org>

Political, Economic and Security Challenges on the EU Agenda

Scenarios after the UK Referendum on Brexit

Countering Corruption in SEE

Better Regulation for Better Business

15-17 April 2014 Training for archiving and office work

Macedonian Centre for International Cooperation (MCIC)

Str. Nikola Parapunov 41A, 1000 Skopje, Macedonia

www.mcims.org.mk

Law on archives, evidence of documentation, administrative and financial work

26-27 December 2012 Training "Project Cycle Management"

Macedonian Centre for International Cooperation (MCIC)

Str. Nikola Parapunov 41A, 1000 Skopje, Macedonia

www.mcims.org.mk

Project Management Processes, Logical Framework, Planning Matrix, Monitoring Plan

19-20 April 2012 Training "Involvement in policy making and preparation of laws"

Macedonian Centre for International Cooperation (MCIC)

Str. Nikola Parapunov 41A, 1000 Skopje, Macedonia

www.mcims.org.mk

Advocacy and lobbying, preparation of law texts

PERSONAL SKILLS

Mother tongue(s) Macedonian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Turkish	A2	A2	A2	A2	A2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills • Strong communication skills

Job-related skills • Excellent planning, time management, and organizational skills
• Excellent analytical skills
• Excellent project management skills
• Experience in budget planning and logistics
• Excellent administrative skills
• Excellent Interpersonal and presentation skills

Computer skills • Excellent computer skills, excellent command of Microsoft Office™ tools, Internet, SPSS
• Excellent command of e-banking system

Other skills Responsible, efficient and organized worker, ambitious, dedicated team player, ability to perform tasks in a given period, communicative, loyal, flexible to the desktop, analytical, ability to take initiative and work with minimal supervision

Driving licence • B

ADDITIONAL INFORMATION

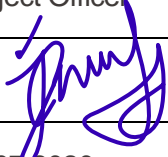
Publications

- Chaushoska, Jasmina & Savevska, Aleksandra. **Guidelines for Effective Management and Governance of CSOs**. 2020.
- Ogdenovska, Simona & Chaushoska, Jasmina. **Report on the enabling environment for civil society development 2018**. 2019.
- Chaushoska, Jasmina & Stojanova Daniela. **The needs of networks and the benefits of networking**. 2016.
- Chaushoska, Jasmina & Stojanova, Daniela. **The perception of CSOs about networking**. 2016.

Memberships

Member of the Council of Statistics (2019 – 2022) - advisory body of the State Statistical Office of Republic of North Macedonia.

I, the undersigned, hereby declare that the above is authentic and genuine and that all information required in relation to the award and selection criteria is presented. I further declare that I am available to work for the period(s) foreseen for the position for which my CV has been included in the event that this tender is successful.

Name <i>(in block capitals)</i>	Jasmina Chaushoska
Position/Job title <i>(in block capitals)</i>	Project Officer
Signature	
Date	01.07.2020